



## KNIGHTDALE TOWN COUNCIL MINUTES

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950 Steeple Square Court, Knightdale, North Carolina 27545

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**December 19, 2012**

The Knightdale Town Council met at 7:00 p.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, North Carolina.

**PRESENT:** Mayor Russell Killen, Mayor Pro Tem Mike Chalk,  
Councilors Jeff Eddins, James Roberson, and Dustin Tripp.

**ABSENT:** Councilor Poirier.

**Staff Members Present:** David York, Town Attorney; Seth Lawless, Town Manager;  
Suzanne Yeatts, HR Director/Town Clerk; Jimmy Overton,  
Finance Director; Chris Hills, Planning Director; Fred  
Boone, Town Engineer/Public Works Director; Keith  
Archambault, IT Administrator; Jason Godwin, Police Chief.

Meeting called to order by Mayor Killen at 7:00 p.m.

### WELCOME

Welcome by Mayor Killen.

### INVOCATION

Invocation given by Mayor Pro Tem Chalk.

### ITEM I. ADOPTION OF AGENDA

**...Motion by Councilor Eddins to adopt the agenda with the following amendment:**

**ADD: Property donation under Item X. New Business**

**Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

### ITEM II. APPROVAL OF MINUTES

December 3, 2012

**...Motion by Councilor Roberson to approve the minutes of December 3, 2012. Motion seconded by Councilor Tripp and carried unanimously.**

ITEM III. PRESENTATIONS, RECOGNITIONS, AWARDS

None at this time.

ITEM IV. PUBLIC

**Anyone may speak on an issue not included on tonight's agenda. Before speaking, please state your name and address.**

A. Open to the Public

Christopher Simpson, 1037 Delta River Way, voiced concern regarding no parking being allowed on either side of the street in front of his home and asked Council to consider allowing parking on one side or making it a one way street.

Planning Director Chris Hills noted the additional no parking signs on one side of the street were a result of complaints about visibility.

Mayor Killen instructed staff to research and make a recommendation at the next Council meeting.

No one else approached.

B. Report on Citizen Inquiries

None at this time.

ITEM V. CONSENT AGENDA

A. Town Council Policy Manual Update

RES #12-12-19-001

**Adopt Resolution #12-12-19-001.**

B. Position Classification Plan Revision

**Adopt Revised Position Classification Plan as presented effective immediately.**

**...Motion by Councilor Eddins to adopt the consent agenda. Motion seconded by Councilor Roberson and carried unanimously.**

ITEM VI. ACTIONS REQUIRING PUBLIC HEARINGS

If you anticipate speaking during a public hearing at tonight's meeting, print your name and address on the form at the entry table. You must speak from the podium to assure accurate record of testimony. Large groups are asked to designate a spokesperson. If the Mayor announces that the hearing is a quasi-judicial public hearing, all speakers must be administered an oath by the Town Attorney.

None at this time.

ITEM VII. SET PUBLIC HEARINGS

None at this time.

ITEM VIII. TOWN ATTORNEY

Nothing at this time.

ITEM IX. OLD BUSINESS

A. Construction Projects Update

Fred Boone, Town Engineer, updated Council on the status of various Town projects and answered questions.

B. Smithfield Road Sidewalk Interlocal Agreement

Town Engineer Fred Boone presented an Interlocal Agreement with NCDOT for the Smithfield Road Sidewalk Project for continuous sidewalk from Knightdale Boulevard to Edinburgh's Keep.

**...Motion by Mayor Pro Tem Chalk to authorize the Town Manager to execute the Interlocal Agreement with NCDOT for Smithfield Road Sidewalk (STP-DA). Motion seconded by Councilor Eddins and carried unanimously.**

C. NCDOT Traffic Agreement for Smithfield Road

Town Engineer Fred Boone presented a Traffic Services Agreement from NCDOT for the review and inspection of the proposed pedestrian signal in association with the sidewalk project.

Council discussed the need for a crosswalk at Smithfield Road and Carrington Drive and directed staff to include this as a Planning and Engineering discussion item.

**...Motion by Councilor Tripp to authorize the Town Manager to execute the Traffic Services Agreement with NCDOT for Smithfield**

**Road Sidewalk (CDBG). Motion seconded by Councilor Eddins and carried unanimously.**

D. First Avenue Phase II Materials Testing Proposal

Town Engineer Fred Boone presented a proposal from TerraTech Engineers, Inc. for construction materials testing for phase II of the First Avenue project.

**...Motion by Councilor Eddins to authorize the Town Manager to enter into a contract with TerraTech Engineers, Inc. for Construction Materials Testing for First Avenue Phase II Project. Motion seconded by Councilor Roberson and carried unanimously.**

E. Knightdale Town Park Change Order #1

Town Engineer Fred Boone presented a change order from PLT Construction Co., Inc. for the Town Park project noting major changes in bollard lighting and mass rock. Mr. Boone explained that the change order would increase the cost of the project by \$298,372.70.

Glenn Medlin, CLH Design, spoke about mass rock on the park site and gave a progress update on the project.

**...Motion by Mayor Pro Tem Chalk to approve Change Order #1 for Knightdale Park – Phase I. Motion seconded by Councilor Tripp and carried unanimously.**

F. ZTA-6-12 Chapters 18 & 19 Comprehensive Edit  
ORD #12-12-19-001

Chris Hills, Planning Director, reviewed the Zoning Text Amendment to amend Chapters 18 and 19 of the Unified Development Ordinance.

**...Motion by Mayor Pro Tem Chalk to adopt statement of plan consistency and reasonableness of action, to approve ZTA-6-12 and adopt Ordinance #12-12-19-001. Motion seconded by Councilor Tripp and carried unanimously.**

ITEM X. NEW BUSINESS

A. Location of January Town Council meetings

Seth Lawless, Town Manager, reported that the Council chambers will be used as temporary office space for finance staff while the finance offices are under renovation during January and recommended moving the

January 2013 Town Council meetings to the Public Safety Center training room.

**...Motion by Mayor Pro Tem Chalk to move the location of the January 7, 2013 and January 16, 2013 Council meetings to the Public Safety Training Center. Motion seconded by Councilor Eddins and carried unanimously.**

B. Property Donation

Planning Director Chris Hills reported that as part of the Cheswick Subdivision process, Riverside Plantation, LLC wishes to donate a two acre tract of land to the Town for use as a future park.

**...Motion by Councilor Tripp to accept donation of property subject to staff and attorney review. Motion seconded by Councilor Eddins and carried unanimously.**

ITEM XI. OTHER BUSINESS

Councilor Roberson informed Council that he is excited to serve on the Wake County Council for Fitness and Health and noted they will be partnering with communities to increase physical activity and promote overall wellness.

ITEM XII. COMMITTEE REPORTS

- A. Planning and Engineering  
No report.
- B. Finance  
No report.
- C. Public Safety  
No report.
- D. Nominating  
No report.
- E. Liaison Reports  
No report.



ITEM XIII. CLOSED SESSION FOR LEGAL OR PERSONNEL MATTERS

**...Motion by Councilor Eddins to enter closed session at 7:46 p.m. to consult with Attorney in order to preserve the attorney-client privilege between the Town Attorney and Town Council, and to instruct staff concerning the negotiation of the price and terms of a**

**contract or proposal for the acquisition of real property. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

ITEM XIV. ADJOURNMENT

**...Motion by Councilor Eddins to adjourn at 8:20 p.m. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

  
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Mayor Russell B. Killen  
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Town Clerk Suzanne M. Yeatts